

SECRET
SECURITY INFORMATION

*See [redacted] and [redacted]
unsolicited material
for OGD.*

9 October 1952

MEMORANDUM FOR: CAO/DD/P

ATTENTION :

SUBJECT :

Proposed

RI

1. In accordance with our previous discussions on the distribution control of DD/P Publications, it is suggested that a [redacted] be established in the RI Staff. This [redacted] would be responsible for the control and distribution of all covert

[redacted] In addition, the [redacted] Section would be responsible for the control and distribution of all covert newspapers, periodicals and books received for the DD/P complex. Specifically, the functions of the [redacted] would include:

a. Proper distribution, both internal and external, of all DD/P issuances making sure that all Regulations are accounted for and correctly forwarded for specific Manuals throughout Headquarters and overseas Field Stations, and that all Notices are properly distributed as required, or as it is determined to be appropriate.

b. Maintains liaison with Senior Staff and Division Administrative Officers, Manual Custodians, and Notice Control Points in all Staffs and Divisions of DD/P and external components, including the CIA Organization and Methods Service, for the purpose of maintaining a current and flexible distribution schedule.

c. Receives requests for special or external distribution, disposes of such requests consistent with policy guidance from the Editorial Officer. *of Publications Control and of DD/P Admin.*

d. Executes minor changes in distribution schedules as appears to be justified by organizational changes or fluctuating requirements; recommends changes in distribution policy to meet such requirements.

e. Maintains distribution control records, and as revisions of issuances involving special distribution occur, forwards the revised material to special distribution recipients for appropriate action.

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f. Regularly inspects finished work for quality of printing and rejects work not meeting minimum standards.

g. Maintains in easily accessible form and keeps current an adequate reserve of all [redacted] so that additional copies of special regulations or complete manuals can be provided quickly, whenever needed.

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h. Answers inquiries concerning the content of DD/P Manuals and other issuances of interest to DD/P.

i. Maintains liaison with the RI Registration Officer for the coordination of highly sensitive documents for overseas distribution.

j. Receipts for and prepares for distribution all overt books, periodicals, and newspapers and maintains a subscription list of all such documents received. Periodically, coordinates with the Administrative Officers of the Senior Staffs and Divisions on the necessity for the continuation of such subscriptions.

2. The staffing of the proposed [redacted] which follows, is based on the average work load as can be foreseen at this time.

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